

Administrative Assistant 4

Range 46 \$3,063 – \$4,014 plus a comprehensive benefits package

This recruitment is open to permanent DOC employees only.

Agency Information

The Department of Corrections is seeking a highly motivated and qualified individual as an Administrative Assistant 4. This position is located in Longview, Washington.

AGENCY PROFILE

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in WA State.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs 8,750 staff and has a biennial budget of approximately \$1.8 billion. For additional information about the Department of Corrections, please visit www.doc.wa.gov

Agency Mission: To Improve Public Safety.

Duties

POSITION PROFILE

In accordance with the mission statement of the Department of Corrections this position provides confidential administrative support to the Field Administrator in the Southwest Region, Section 3 who has oversight responsibility for field units comprising of over 150 staff and their supervisors.

This position provides a wide range of complex duties and responsibilities in support of the field administrator and staff.

- Composes and/or edits reports, documents and correspondence narrative.
- Coordinates activities, events and functions in accordance with assignment by Field Administrator.
- Schedules, coordinates and records various meetings, including monthly Supervisory /FA meetings and follows up on action items.
- Assists in organizing and compiling fiscal budget information.
- Exercises judgment in researching and answering incoming questions and concerns to be consistent with objectives and policies of DOC and Field Administrator requiring a familiarity with operations and personnel.
- Coordinates, plans and schedules hiring / interviewing/selection process of supervisory personnel.

- Screens calls and makes appointments for Field Administrator Exercises signature authority as assigned; and other duties as assigned.

REQUIREMENTS

Successful completion of four-year high school (or GED) and five years experience in upper-level support position.

Requires accurate keyboarding of 50 words per minute and self-edit; a high level of expertise with various computer programs (for example, Word, EXCEL, Outlook, PowerPoint, Publisher) and electronic filing systems. Strong oral and written communication abilities; able to proofread and edit documents for content, accuracy and brevity.

Ability to work cohesively with individuals within the chain of command either independently or as a team member.

Special Notes

Please consider the following when deciding whether to apply for this opportunity:

- Position requires core hours, a minimum of 40 hours per week, and may require adjustments to the work schedule to complete duties.
- May need to accomplish tasks with multiple interruptions each day.
- Work for and with people of the opposite sex and diverse racial ethnic groups.
- Ability to work cohesively with individuals within the chain of command either independently or as a team member.
- Employees working in the Department of Corrections may be exposed to offenders in a highly stressful, potentially hazardous situation.
- Work around staff that may be armed.
- Employees will notify the Employer prior to engaging in any off-duty employment. Employees may engage in off-duty employment that will not interfere with the performance of their duties or result in a conflict of interest.
- All Department of Corrections' employees are fingerprinted for a criminal history background check
- All DOC facilities are smoke and/or tobacco free

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>

CORE COMPETENCIES

The Core Competencies for all Department of Corrections' employees are: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, email tracy.wynder@doc.wa.gov.

How to Apply

- Provide a letter of interest addressing your experience and qualifications relevant to the position as described in this announcement
- Provide a current resume or E-Recruitment profile that includes names of employers, dates of employment, and education
- Provide a list of three professional references, to include current supervisor with current addresses and phone numbers.
- Provide written responses to the questions listed below.
 1. Describe your experience working with the following Microsoft applications: Word, Excel, Access, Outlook, Internet, PowerPoint and SharePoint?
 2. Describe your work experience where you were responsible for independently organizing, planning and prioritizing your own workload?
 3. Describe your experience in exercising judgment when researching and answering incoming questions and concerns ensuring that they are consistent with agency objectives and policies.

To ensure consideration completed application packets must be received electronically by 9:00 AM Monday 8, 2010 and should be forwarded to:

Name: Tracy Wynder
Phone: 360-486-2218
Email address: Tracy.Wynder@DOC.WA.GOV